

28 DEC 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Report
(Week Ending 28 December 1979)

1. Hiring Engineers: From the somebody's bad-news-is-our-good-news department - the latest issue of "Recruiting Trends" report: "The new engineering class is up 14% over last year so that recruiters will find more people for the near term. Enrollment has been rising so that each year more engineers have been coming out of the pipeline, however, a gathering of forces is likely to upset the situation between 1980 and 1982. Continued inflation leading to hiring cutbacks will probably reduce the demand for engineering students so that graduating classes will not be able to move en bloc into the job market. A result of new grads not being able to find engineering jobs easily, according to Scientific Manpower Commission Director Betty Vetter, is news stories about graduate engineers driving cabs. This will turn students off from the field again as has happened in the past and enrollments will go down. Ms. Vetter notes that the ups and downs of the supply of new engineers are greater than for other fields because it is necessary to start the engineering program as a freshman to be able to get through the demanding curriculum. (A few transfer during college years into engineering, but the number who do so is negligible.) Consequently, it is possible to foresee the likely number of entrants a few years ahead." (U)

2. Retirement Activity: The figures shown below represent those employees who have signed for retirement during the months indicated:

	<u>CIARDS</u>	<u>CSC</u>	<u>TOTAL</u>
December 1979	20	17	37
January 1980	<u>71</u>	<u>76</u>	<u>147</u>
Totals	91	93	184 (C)

Downgraded to CONFIDENTIAL
When Separated from Secret

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S-E-C-R-E-T

ORIGINAL CL BY 012752
REVIEW ON 28 Dec 1985

3. Trial Period Employees: The program to strengthen the screening of trial period employees was formally initiated with the mailing of machine lists of these individuals to the five Career Services. Each Career Service will receive such lists on a monthly basis covering employees who will be reaching the end of their trial period eight months later. (U/AIUO)

4. Annual Leave - Senior Intelligence Service (SIS): Chief, SIS was informed by the Deputy Director of Finance that the lifting of annual leave accrual maximum balances will be reflected on SIS members' pay slips beginning with the first leave period of 1980. (U/AIUO)

5. Discount Coupons: The final count on the General Services Administration (GSA) obtained airline discount coupons shows that of a total of 150 coupons received, we used 91 for the travel of Agency employees. The remainder were returned to the Office of Finance. The fact that not more of the GSA coupons were used is attributed to coupons supplied by many of the Divisions during the latter part of November and early December and also the beginning of the pre-holiday drop off in travel during this period. (U/AIUO)

6. Combined Federal Campaign: As of COB 18 December 1979, the CFC pledges totaled \$285,232.24, which is 95.1% of our goal. \$36,157 has been pledged for the Educational Aid Fund and \$6,888.25 has been pledged for the Public Service Aid Society. 81 pledge cards are still outstanding. (U/AIUO)

7. Rehired Annuitants: Report attached at Tab A. (U/AIUO)

8. Update on Recruitment Activity: See attachment at Tab B. (U/AIUO)



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Harry E. Fitzwater

Atts

Distribution:

Orig & 2 - Addressee (w/atts)
1 - DD/Pers/SP(w/o/att A)
1 - DD/Pers/R&P "
1 - DD/Pers/P&C "
1 - C/SAS "
1 - S/SIS/SS "
1 - OP/CMO "
1 - D/Pers Chrono (w/atts)
1 - D/Pers Subject(w/atts)

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EA-D/Pers/[]:rj (12/28/79)

SECRET

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANTS
(19 - 26 December 1979)

1. The following rehired civilian annuitant case was processed
as a new hire:

DCI

25X1A

[REDACTED]

-

Independent Contractor, O-DCI
new hire effective 12 December
1979

2. The following rehired civilian annuitant case was terminated:

DDA

25X1A

[REDACTED]

-

Independent Contractor, OF,
terminated 30 September 1979

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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C O N F I D E N T I A L

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AN UPDATE OF RECRUITMENT ACTIVITIES

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Minority professional and technical recruitment also was on the upswing in FY 1979. The number of professional and technical minority recruitments (black and Hispanic) increased 18% over last year, 52 vis a vis 40. Although the number of black professional and technical applicants decreased by 4% last year, there was an increase of 8% in the number who entered on duty, 28 vis a vis 24; 82 were placed in process for employment in FY 1979 vis a vis 63 placed in process during FY 1978. The Division recommended 153 Hispanic professionals and technicians for employment in FY 1979, one less than in FY 1978. Of these, 46 were placed in process and 24 entered on duty. This represented an increase of 33% in the number of Hispanics who entered on duty in FY 1979 compared to FY 1978. As in 1978, the Agency continued to advertise to stimulate applications from minority candidates, and continued to participate in career days on college campuses and at job fairs in major cities. In addition, two full-time minority recruiters joined Recruitment Division to increase the number of applications from minorities.

The Agency achieved a 21% increase in the number of female professional and technical employees hired in FY 1979 as compared to FY 1978. There were 109 female professionals and technicians who entered on duty in FY 1979 compared to 90 in FY 1978. To enter this number on duty, the Division generated 712 applicant files, 302 of which were placed in process. Women represented 21% of the total professional and technical hires.

FY 1979 also saw an intensive campaign to recruit Career Trainees for the Operations Directorate. The Division, with the assistance of the [redacted], devised a DDO/CT ad which has been most successful. The year also saw a continuing demand for engineers and physical scientists. A new ad targeted to engineers and physical scientists was devised and is drawing well. The Division continued to give priority attention to clerical and secretarial recruitment.

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C O N F I D E N T I A L

We increased our advertising in local newspapers, posted flyers in public libraries and community bulletin boards, circulated notices within the Agency concerning jobs for part-time employees, and expanded our contacts with OPM, local government employment commissions, schools, and military bases.

┌ Last year the Agency received 104,000 inquiries concerning employment possibilities, an increase of 13% over FY 1978. Of these, 46,500 were written inquiries and 57,500 were telephonic inquiries. Of the written inquiries, 18,000 were addressed to Washington and 28,500 to the field offices. Of the 57,500 telephonic inquiries, 42,500 were directed to the field offices and 15,000 to Washington. >

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